



Great club, great opportunities! Beaver Valley Ski Club is currently looking for an individual to join our team!

An Event Coordinator is required to help enhance our member experience here at BVSC.

This position will be part time throughout the summer months, switching to full time in the fall and throughout the winter sliding season. We are looking for a high energy individual that has a pleasant persona coupled with sound judgement; flexibility, above average communication and organizational skills, good time management with the ability to think outside the box in order to bring outstanding opportunities to our members and guests. Applicants must be willing to work weekends, holidays and some evenings during our operating season.

Responsibilities include but are not limited to:

- Lead event planning process from beginning to end by continuously communicating with various departments and member committees, taking on the point of contact for each event.
- Arrange overall set-up, tear-down and logistics of events from beginning to end including floor plans, schedule, food and beverage needs, communication systems, seating arrangements, staging, décor, signage, audio-visual needs, transportation, safety considerations, supplies and volunteer management.
- Providing appropriate assistance to member committees; provides advice to volunteers regarding impact of decisions; acts as primary liaison between BVSC Volunteer organizers of event and BVSC staff.
- Create and maintain a master event calendar for oversight of multiple and simultaneous events.
- Registration and ticket sales management.
- Design and implement sponsorship platform for BVSC events.
- Administer financial controls and procedures for each event, compile post-event report and recommendations.

Requirements:

- An effective communicator with above average organizational skills
- Minimum 5 years' experience in leading, overseeing and supporting special events, ski resort area experience considered an asset.
- Excellent interpersonal skills with the ability to work both independently and within a group environment, with high professionalism.
- Fantastic customer service ethics and high expectations for quality.
- Good time management skills with ability to maintain focus while multi-tasking within a fast paced environment.
- Self-motivated and self-directed with initiative and with the ability to work with limited supervision.
- Effective computer skills including knowledge of all windows based applications including Office, Publisher, Outlook and prior knowledge of Jonas Club Management Software an asset.

For more information call Cheryl Crowther 519-986-2520 ext. 224 or apply online at

<http://www.beavervalley.ca/discover-the-club/employment-inquiry/>